

Coopersville Area Public Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from the Board Meeting on: May 19, 2021

Call to Order: Judy VanDongen called the in-person meeting to order at 7:04 p.m.

Members present: Judy VanDongen, Roland DeVries, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Norine Fox

Absent: Bob TerAvest **Staff Present:** Elyshia Hoekstra/Director, Kim Lochschutz/Bookkeeper

Approval of Agenda & Additions: M/S (R. DeVries, P. Lindberg) to approve 5/19/2021 agenda. (Page 1) Motion carried. *Additions: Items E and F under New Business*

Approval of Minutes: M/S (R. DeVries, A. Driedger) to approve 4/28/2021 board meeting minutes. (Page 2-3) Motion carried.

Public Comment: No public present

Financial Reports:

A. M/S (A. Driedger, P. Lindberg) to receive and file May 2021 Operations: Balance Sheets & Budget vs. Actual. (Pages 4-5). Motion carried.

B. M/S (N. Fox, S. Mayrose) to approve April, 2021 expenditures and deposits including ACH transactions/checks #20031-20034 totaling \$5920.53 (Page 6). Motion carried.

C. M/S (A. Driedger, N. Fox) to approve May expenditures and deposits to date including ACH transactions/checks #20035-20055 totaling \$28418.27. (Page 7). Motion Carried

D. M/S (P. Lindberg, R. DeVries) to receive and file statement of income (Page 8-9). Motion carried.

E. M/S (N. Fox, A. Driedger) to receive and file Mastercard Reconciliation Detail (Page 10). Motion carried.

F. M/S (P. Lindberg, A. Driedger) to receive and file CADL Building Expansion Budget Performance (Page 11). Motion carried.

G. M/S (A. Driedger, S. Mayrose) to receive and file MERS Statement of Fiduciary Net Position (Page 12). Motion carried

Correspondence/Marketing (Pages 13-17): M/S (N. Fox, S. Mayrose) to receive and file. Motion carried.

A. City of Coopersville Cross Connection Control Program Testing Notice (Page 13)

B. State of Michigan Library Services and Technology Grant notification (Page 14)

C. Updated quote from Superior Environmental for the parking lot (Page 15-16)

D. Westrate Grant Notice (Page 17)

Director's Report (Pages 18-22): M/S (S. Boomgaard-Rasch, A. Driedger) to receive and file Director's Report (Pages 18-22). Motion carried.

**Elyshia reported that there is confusion regarding new state guidelines regarding mask mandates in public libraries. She will attend an upcoming meeting with other library directors and find out new MIOSHA guidelines.*

**Burning of retention pond will take place next year as no one was available to oversee the burn.*

**Library will post a position for a substitute librarian and someone to work Saturdays during the summer months in order to allow staff vacation time.*

Friends Meeting Minutes – Minutes were provided to board members at the board meeting. The Friends are looking for volunteers to work the gates at the Berlin Fair on only Mon. July 5, 2021.

Committee Reports:

M/S (A. Driedger, P. Lindberg) to receive and file Finance Committee Minutes (Pages 23-24). Motion carried.

Recommendations from finance committee:

1. *Combine four companies in Quickbooks into one to make it easier for Kim to access the accounts. Eventually this will have to be done in order to be compliant for the State of Michigan. No new software will be required for the change.*

M/S (R. DeVries, S. Mayrose) to approve combining the four companies in Quickbooks into one in order to become compliant with the State of Michigan which will require this action be completed by June of 2022. Motion carried.

2. *Authorize the director to use credit cards for more purchases such as utility bills, normal operations purchases, conferences, etc. in order to accrue more credit card points to be used for gift cards, incentives, bonuses, etc.*

M/S (R. DeVries, P. Lindberg) to approve the Library Director and those authorized by the director the ability to make purchases/payments such as gas/electric utility bills, online and in-store book/normal library purchases, conference/workshop fees, etc. with the library's credit card. (Item VI of Finance Committee Minutes, Page #24) Motion carried.

New Business:

A. M/S (R. DeVries, S. Mayrose) to approve 2020 L4029 Tax Levy Request (Pages 25-30). Motion carried.

B. M/S (P. Lindberg, R. DeVries) to receive and file 2020/2021 Annual Operations Budget 1st Reading (Pages 31-36). Motion carried.

Need balanced budget by end of fiscal year. Some line items that are similar have been combined.

Programming is a new line item. 3% raise for staff is under consideration. MERS will be paid up in 2022.

C. M/S (A. Driedger, S. Boomgaard-Rasch) to receive and file Capital Budgets – 2019/2020 Actual 2020/2021 Proposed 1st Reading (Page 37). Motion carried.

D. M/S (R. DeVries, S. Boomgaard-Rasch) to receive and file Expansion Bond Millage Budget 1st Reading (Page 38). Motion carried.

E. Cleaning service quotes (added to original agenda) – Elyshia will accept a minimum of three quotes for cleaning services.

F. Director's 3 month performance evaluation (added to original agenda) – Arno distributed the Coopersville Area District Library Performance Evaluation of Library Director/2021 to board members & explained that according to the employee handbook the new director needs to be evaluated after first three months. He asked board members to fill it out anonymously and turn it in to the library within two weeks. Evals will be collected, placed in a manilla envelope and given to Arno.

Unfinished Business:

Computer Firewall needs to be replaced. Final cost will be \$3,500. (\$7,000 - \$3,500 rebate)

Public/board Comments:

**Roland feels that the library's phone bill is too high. (approx.. \$197.00 per month) Elyshia also expressed frustration that there are no portable phones with the current phone system provided by Frontier. She will contact Frontier to find out about phone service options and costs. The library receives an e-rate on internet but not phones.*

**Elyshia would like to change the line item BOARD COMPENSATION from \$2,500 to \$1,500. This initiated a discussion regarding board members' stipends and what happens is the members decline acceptance. Can the donation of board stipends go back into the general budget? What is the best and legal way to report/utilize these funds? Elysiha will look into the matter.*

Next Board Meeting: June 16, 2021 Adjournment: 8:32 p.m.

Partners in Grime

*Marilyn Twa
902 Slayton Ave.
Grand Haven, Michigan 49417*

Bid for Coopersville Library

This bid is for weekly cleaning

Employee's station: *including all areas and kitchenette leading back to the employee's bathroom.*

*Dust surface of desks/countertops
Dust computers, under the key board
Clean desk chairs, backs, arms and bases of chairs
Dust phone base and disinfect handheld receiver
Pull trash and wipe off trash cans
Vacuum area and remove cob webs.*

Bathrooms: *there are 3 bathrooms*

*Disinfect toilets
Clean mirrors
Cob webs
Clean sinks and counter
Pull trash and wash wall behind trash can
Sweep and mop the floor*

Book rooms and Community room: *including children's room and teen room and sitting area*

*Dust all surfaces, computers behind and under
Wipe window sills
Vacuum*

Kitchen:

*Wipe down counter tops
Clean sink, microwave
Sweep and mop floor*

Front entryway: *The tile area through the middle of the building*

Clean the windows in entryways

Clean window sills

Clean tile floor

Clean any and all counter tops and drinking fountain

Small Office:

Dust and wipe down desk

Dust and disinfect phone

Pull trash

Vacuum

We have invested in Norwex cleaning clothes to clean. I can direct you to their site if you are not familiar with them or how they work. We wipe down all surfaces with these and they leave all surfaces germ free. We use them of the door knobs throughout the building, sills, phones, literally everything. We will look for cobwebs, if you notice there is an area, we are missing please draw it to our attention. Depending on the daylight we may not see them. We will touch up finger prints on the inner windows.

We are bonded and insured and can provide proof upon request.

We are a very small company; we do not hire out our work. We expect a better quality of cleaning because of this. There will be the same people in the building every week unless sickness or vacation causes another member would fill in. We have a reputation for being honest and that carries into every aspect of our work and daily lives.

We appreciate knowing how we are doing and how we can make you happy with the work we do. We like to keep the lines of communication open with you. If we are missing something we need to know. Often times we find that workers will complain about the cleaning done in the office. If they only complain amongst themselves, they are not complaining to the right people. If you are ever not happy with us for any reason, we need to know so we can keep a good working relationship with you.

To clean the office on a weekly basis we are asking \$135.00 per week. We always bill on the last Friday of the month and expect payment by the 10th of the following month.

References:

Pratt & Whitney Component Solutions

Contact person George Maskell, 231-798-8464

The Bookman

Contact person Alexa McGuinness 616-846-3520

Sun Title

Contact person Theresa Brooks 616-551-2668

Books are available at the Historical Museum.

The Book consists of a dozen pages.

others interested in the project.

Coopersville on 88th Avenue. A very large flag is displayed by those in the photograph. The school building was later replaced by a more substantial one constructed around 1900.

~ Illustrating done by Lori Anna Clive

Summer Reading At Your Library

It's that time of year again! The library's Summer Reading Program is just around the corner! This year's theme is "Tails and Tales" and it runs from June 14 through July 24. Everyone from babies to adults can participate in the reading fun!

Pre-registration is currently available through Beanstack, but readers cannot count any minutes towards their summer goals until June 14. Beanstack is a mobile app and online service that provides a way to easily and efficiently track reading goals and achievements. Readers can log minutes and earn tickets to enter into prize drawings; they can also complete learning activities and challenges to get virtual badges. Families can manage multiple readers under one account, streamlining the

tracking process. Visit www.coopersvillelibrary.beanstack.org or download the Beanstack Tracker app on your mobile device to get started!

As part of its Summer Reading Club offerings, the library is offering outdoor events on select Monday afternoons at Veterans' Park (254 W. Randall). They will all take place on the following Monday afternoons from 1 – 2:30 p.m.:

June 21: Tech Take-Apart - Get destructive with Mr. Zach, taking apart old technology and discovering what makes it work.

July 12: Crafternoon - Get creative with Mrs. Tagg, learning about animal habitats and constructing one of your own!

July 19: Noah's Ark Animal Workshop - Make your own stuffed animal to take home! Pre-registration is required for

this event, as supplies are limited.


There is also a virtual program in the lineup this year:

July 15: John Ball Zoo will be live-streaming a presentation at 1 p.m. about the different ways zookeepers take care of their animals, depending on which habitat the animals live in. Watch for the Zoom link for this program on the library's website and Facebook page as the event gets closer.

Thanks to all of the local businesses, organizations, and individual donors who make this annual event a reality for the community!

For more information on library operations and services, please visit the library's Facebook page or its website, www.coopersvillelibrary.org.

School's almost out for the summer! Flip back to page 3 for a fun Summer Word Scramble!



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265 Main Street
Downtown Coopersville
616-384-3236

Judith Fuller
616-304-9927

Fun at CAAC Annual Meeting

Come for live music & a trivia challenge

After more than a year of missed opportunities for fun and social gathering, the Coopersville Area Arts Council is ready to bring some much needed relief to the Coopersville community.

On Sat, May 22, they will hold their annual membership meeting/membership drive at the Coopersville VFW Hall, 511 68th Avenue N., Coopersville. Doors will open at 6:30 p.m. for socializing and hors d'oeuvres, and a cash bar for drinks. At 7:00 p.m., a short membership meeting will take place to vote for CAAC board members up for election, followed by entertainment by cast

members of the Wonderettes, who will sing pop tunes from the '50's and '60's. The first round of trivia will follow. Then musicians from Coopersville Community Band will entertain with a flute quintet with rhythm section and a Dixieland combo. Additional rounds of trivia and musical entertainment will cycle throughout the rest of the evening.

The price of admission to the event is \$15 per person, \$10 for CAAC members. If you would like to become a member of the Arts Council that evening, cost would be \$20 (\$10 membership fee, \$10 member admission). An

Arts Council membership can be purchased anytime at the following price structure: \$10 per person, \$20 for a family, and \$30 for a business. Admission for the evening and a membership can be paid that evening at the door or ahead of time online. The information to pay online for membership or for admission for CAAC events can be obtained by emailing: coopervilleareaartscouncil@gmail.com.

Come out and have a great time and trivia fun, hear some great music and support the arts in the Coopersville community.

Change in Library Hours

Coming soon! The Coopersville Area District Library will return to its original, pre-pandemic business hours starting on June 1, 2021. The building will be open to the public during the hours listed below. Curbside pickup will continue to be available during all of these hours as well.

Monday: 12 p.m. – 8 p.m.; Tuesday: 10 a.m. – 5:30 p.m.; Wednesday: 10 a.m. – 5:30 p.m.; Thursday: 12 p.m. – 8 p.m.; Friday: 10 a.m. – 5:30 p.m.; Saturday: 10 a.m. – 2 p.m.; and Sunday: Closed.

Restrictions may still be in place however. Until new directions are given for libraries, visitors are asked to wear face

masks, follow social distancing policies, and limit their time in the building. Check our Facebook page for updates. Programming will continue to be offered virtually on the library's Facebook page, YouTube channel, and website at this time.

Hip Hip Hooray! For the Arts!

This fall, the Coopersville Area Arts Council (CAAC) is sponsoring a Theatre Camp for students entering grades 3-6.

The cost is \$75 per student and the camp runs daily June 14-18, from 8:30 a.m. – 12:30 p.m. It will be held at the Coopersville Vet's Park, located at 254 W. Randall St., in Coopersville.

Registration is due by May 31.

The Summer Theatre Camp productions will be held on Friday, June 18, at 7 p.m. and again on Saturday, June 19, at 2:30 p.m. All campers, as well as alumni campers will be presenting, "You're a Good Man, Charlie Brown."

Both performances will be held at the

Vet's Park Pavilion.

Ticket prices will be \$10, for adults, while members of the CAAC, senior citizens and students will be \$5.00 each.

Call or text Director Dave Inbody with questions at dlinbody@gmail.com, or call (616) 481-8583.

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GRANT AGREEMENT

THIS AGREEMENT, dated May 26, 2021 by and between the **Coopersville Area Community Foundation**, a Michigan nonprofit corporation, whose address is 182 East St, Rm 112, Coopersville, Michigan 49404 (the “**Foundation**”) and **Coopersville Area District Library**, a tax-exempt organization under the Internal Revenue Code, whose address is 333 Ottawa Coopersville, MI, 49404 (the “**Grantee**”), with reference to the following facts and circumstances.

A grant (the “**Grant**”) has been awarded to the Grantee by the Foundation for those specific purposes only which are described in Grantee’s Grant Application (the “**Application**”).

Specific particulars concerning the Grant are:

Date Grant awarded by Board of Trustees: May 13, 2021

Program/Project*: Mobile Hotspot Renewal

Grant number: 202128944

Grant amount: \$1,200.00

Foundation Fund(s): Community Action Fund of the Coopersville Area Community Foundation

**Please refer to Section VII for any special conditions or restrictions regarding this grant.*

This Agreement is being entered into by the Foundation and the Grantee to set forth the terms and conditions of the Grant.

In consideration of the Foundation making the Grant to the Grantee, the Grantee accepts all of the terms and provisions of this Agreement and the parties agree as follows:

I. Public Information

Compliance with the public information requirements of the Grant Agreement is required to retain the Grant and to be eligible for possible future financial assistance from the Foundation. Please refer to *Guidelines for Communicating about Your Grant* on page 3.

II. Grant Payment

Grant funds will be released when a signed Grant Agreement is received by the Foundation office. Please allow at least two weeks for check processing. If special conditions of the grant have been specified in Section VII below, documentation must have been received by the Foundation from Grantee evidencing Grantee’s full compliance before grant funds will be distributed.

The Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under the Grant, to require a refund of any unexpended Grant funds, or both, if, in the Foundation’s judgment:

1. Grant funds have been used for purposes other than those addressed by this Agreement and/or the Application;

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2. Such action is necessary to comply with the requirements of any law or regulation affecting the Foundation including, but without limitation, Grantee's failure to maintain in good standing its status as a tax exempt organization under the Internal Revenue Code; or
3. Grantee's performance under the Grant has not been satisfactory. The Foundation, in its sole and absolute discretion, will determine whether performance is satisfactory.

III. **Expenditure of Funds**

- A. The Grant is to be used only for the purposes described in the Application. **The program/project funded by the Grant may only be modified with the Foundation's prior written approval.**
- B. Grantee shall return to the Foundation any unexpended funds at the completion of the project/program.
- C. The Grantee shall maintain its books and records so as to show, and separately account for, all funds received under this Grant. These books and records shall be maintained in a manner consistent with general accepted accounting practices and shall be retained for five (5) years after the final Grant payment. Grantee shall permit the Foundation to have reasonable access to its books and records, files, and personnel during the term of the Grant and for five years after the final Grant payment for the purpose of making financial audits, verifications, or program/project evaluations.

IV. **Grant Evaluation**

The Grantee shall complete an evaluation upon completion of the grant project period. To find out more information, please contact Foundation staff.

The Foundation may also require Grantee to make quarterly or semi-annual reports during the funded program/project with such information pertaining to the Grant and the funded program/project as the Foundation determines necessary.

V. **Grant Expiration**

The Grant will be considered expired if it has not been used as outlined in this Grant Agreement within one year of the date of Grant. If Grantee does not anticipate meeting this deadline, a letter requesting an extension must be sent a minimum of two weeks prior to this deadline. A decision regarding any possible extension will be made by the Foundation and communicated in writing to the Grantee.

VI. **Miscellaneous**

- A. All correspondence (including all required reports) and questions relating to the Grant from the Foundation to Grantee shall be directed to Kari Fuller, Director.
- B. This Agreement and the Application contain the entire agreement and understanding between Grantee and the Foundation. In case of a conflict between this Agreement and the Application, the terms of this Agreement shall control.
- C. The individual signing this Agreement represents to the Foundation that he/she has the authority to sign this Agreement on the Grantee's behalf.

VII. **Special Conditions of the Grant**

None.

By signing below, Grantee agrees to the terms set forth in this Grant Agreement.

Grantee: Elysha Hackett
Authorized Representative

Dated: 5-27-, 2021

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Competitive Grant Communication Guidelines

Congratulations on your recent grant from the Coopersville Area Community Foundation. Sharing the news of your grant helps you to promote your good work, recognize the Foundation and its generous donors for this support, and can further promote philanthropy in the Coopersville Area.

The following guidelines are intended to assist you in communicating about your grant. Please forward this information to the appropriate staff member(s) in your organization.

1. General publicity on your grant:

- Include news of your grant in publications, press releases, newsletters, brochures, annual reports, website, Facebook, Twitter, blogs, reports, direct mail, or other outreach materials.
- Include the Community Foundation's logo on your website, in advertisements, signage, programs, brochures, etc. as appropriate. Please contact: Kari Fuller, kfuller@ghacf.org for an electronic version.
- If you or staff members/volunteers are interviewed by any media source about your program or project, please be sure to tell them about your grant from the Community Area Foundation.
- **Whenever referencing support from the Foundation, please be sure to acknowledge the names of the Foundation Funds listed on Page 1 of your Grant Agreement.**

2. Seeking prior approval:

All materials that use the Foundation's name and logo, including press releases, need to be approved by the Community Foundation prior to publication or distribution. This gives us the opportunity to provide additional information and to include a quote or a photograph, in the case of press releases.

3. Keep us informed:

- We are very interested in sharing stories that show the progress and success of your grants. Please let us know about special events, particular clients whose lives are improved (of course, we will honor confidentiality and privacy), photo opportunities, and key milestones we may want to share with our donors.
- Please send us copies of final versions of any materials that mention your grant from the Coopersville Area Community Foundation.

4. Photographs:

- Please send us copies of photographs, or better yet, invite us to come take some photographs of your program or project in action. These photographs may be used in Community Foundation print and/or web publicity, so be sure to get photo releases from participants.

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June 3, 2021

Elyshia Hoekstra
Coopersville Area District Library
333 Ottawa
Coopersville, MI 49404

RE: Grant #202128944

Dear Elyshia,

I am pleased to enclose a check in the amount of \$1,200.00 representing a grant from the following funds of the Coopersville Area Community Foundation:

Community Action Fund

This gift is designated to exclusively support the Mobile Hotspot Renewal.

All public relations materials and presentations relating to this grant should reference abovementioned funds of the Coopersville Area Community Foundation.

Once again, it has been a pleasure to partner with Coopersville Area District Library on this important project.

Sincerely,

Kari Fuller

Kari Fuller
Director
Coopersville Area Community Foundation



Grand Haven Area
community foundation

June 3, 2021

Coopersville Area District Library
333 Ottawa St
Coopersville, MI 49404-1243

Re: Grant #202128976 from the Coopersville Rotary Club Field of Interest Fund

Dear Friends:

I am pleased to enclose a grant award in the amount of \$1,500.00. These grant funds are to be used for the Coopersville Area District Library Summer Reading Program, as recommended by the donor advisors for the Coopersville Rotary Club Field of Interest Fund.

Any special notes of thanks may be sent to the fund advisors at the address below:

Rotary Club of Coopersville
PO Box 12
Coopersville, MI 49404

Summer Reading

Any gift recognition or publicity that this grant receives should indicate that support came from the Coopersville Rotary Club Field of Interest Fund.

No tax receipt is necessary because this grant has been made to you by the Coopersville Rotary Club Field of Interest Fund, of the Grand Haven Area Community Foundation, a 501(c)(3) public charity. The Grand Haven Area Community Foundation is pleased to assist our donors in meeting their charitable giving goals. Please let us know if you have any questions about this grant award. Best wishes for continued success with your work.

Sincerely,

Chris Riker, Vice President of Advancement & Donor Services
Grand Haven Area Community Foundation

For more information, and to stay up to date on the Grand Haven Area Community Foundation's activities, we invite you to visit ghacf.org/50th/.

Please note: IRS regulations prohibit the use of charitable deductions for "deputized fundraising" or earmarking of gifts for a particular person. Cashing of this check certifies that the enclosed funds will not be allocated or used for any individual designated by the donor. In addition, cashing of this check certifies that it will not be used in lieu of any financial obligation the donor may have to your organization nor will the donor receive any personal benefit as a result of this gift.

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